

POSITION DESCRIPTION (LTE)

Contracts Specialist - Senior

August 2019

Bureau of Real Estate Management – Lease Administration

Division of Facilities Development and Management

Department of Administration

POSITION SUMMARY - (Major Goals of the Position)

The Contracts Specialist - Senior, under the general supervision of the State Leasing Officer, will provide administrative assistance, as requested, to the Lease Administration staff in carrying out its duties and responsibilities, including assisting the Enterprise Contract Officers with the State's private sector leases and to administer the State-owned buildings billing system.

The core duties and responsibilities of the Contracts Specialist - Senior are as follows:

- a) Assist with the processing of lease and lease related documents such as Leases, Lease Amendments, Letters of Addendum, Space Requests,
- b) Track the status of lease and lease related documents throughout the lease administration process,
- c) Assist with maintaining Archibus, the lease database/software,
- d) Maintain and administer the State-owned building billing software and
- e) Assist in the Request for Proposal (RFP) and Request for Information (RFI) process.

In addition, this position provides administrative assistance in the acquisition and disposition of State-owned real estate, as requested.

Goals and Worker Activities

50% A. Assist in the administration of all Lease Administration documents and related documents.

- 1) Assist in developing and maintaining Lease and Lease related documents, including but not limited to the Gross Lease, Lease Amendments, Letters of Addendum, Space Requests, Requests to Vacate, and various correspondence to Lessors, vendors, agency contacts,
- 2) Assist in the input lease data into the State of Wisconsin's real estate lease database, Archibus, in order to facilitate up-to-date lease information, lease rent billing, lease end alerts, and lease reports.
- 3) Assist in the State agency space requests needs and requirements to inform management verbally and in writing on the progress of lease assignments, lease transactions or agency correspondence on current and proposed leases.
- 4) Assist the State Leasing Officer and/or DOA State Building Commission liaison(s) with preparing documents and presentations supporting lease proposals submitted for State Building Commission action and submissions to the Joint Committee on Finance.
- 5) Assist the State Leasing Officer in justifying and recommending valid lease cost increases to the State Budget Office when requesting supplemental funding.
- 6) Assist with responding to inquiries received via letters, email or telephone calls on behalf of the State Leasing Officer, Bureau Director or Division Administrator regarding lease status, lease processes, property management issues, or the individual requirements or needs of a particular lease situation.

15% B. Assist with the leasing of new space and the renewals of currently leased space based on an approved plan for State agencies.

- 1) Assist in processing Space Requests submitted by State agencies

- 2) Assist, as needed, in the development and administration of Request for Proposal (RFP), Request for Information (RFI) or other bid type documents used to solicit proposals from public and private parties.
- 3) Assist in complying with WI Statute 16.84, as requested.

10% C. Provide administrative assistance for the private sector lease invoicing system

- 1) Work with Lessors and Lessor-provided documents to establish STAR/People Soft vendor accounts for each Lessor.
- 2) Assist the Lease Administration staff with private sector invoicing.
- 3) Produce monthly agency invoices and provide to agency accounts payable staff.

10% D. Maintain the State-owned Buildings billing process.

- 1) Maintain and monitor the billing system which includes updating and correction data and information, sending monthly invoices to the various State agencies, generating reports for internal use, etc.

5% E. Assist as required in the acquisition and/or disposition of State-owned real estate assets

- 1) Assist as needed with the acquisition and/or disposition process including the development and administration of documents such as property appraisals, environmental surveys, and the development of marketing plans.
- 2) Assist the State Leasing Officer and/or the DOA Liaisons to the State Building Commission with presentations of proposal(s) to the State Building Commission for the disposition of underutilized real estate assets.

5% F. Assist with general bureau and section administrative functions

- 1) Work to build relationships with and provide strong customer service to State agency staff in all aspects of space acquisition, disposal and planning.
- 2) Participate in special division studies or programs. Assist in the coordination of input from or provide input to other bureau and division managers and staff as requested. Assist in the preparation reports for consideration and action by DOA administrators and directors. Assist in the preparation of correspondence on issues related to the leasing program or the management of real property. Perform other duties as required.

Knowledge, Skills, and Abilities

1. Ability to communicate effectively in writing and orally
2. Ability to prioritize work and multi-task multiple priorities
3. Ability to work effectively with others
4. Knowledge of project management techniques and application to project work
5. Proficient in the use of Microsoft Word, Excel and Outlook.
6. Ability to self-start and self-manager
7. Ability to work independently and use sound judgment.
8. Ability to perform duties promptly and efficiently under the pressure of deadlines and with interruptions.
9. Basic knowledge of the organization of resources, materials, and equipment.
10. Intermediate knowledge of customer service skills.
11. Ability to maintain effective working relationships with fellow workers, tenants, and guests from diverse backgrounds who may speak multiple languages.
12. Ability to conduct work with attention to detail.